REQUEST for TASK ORDER PROPOSAL

1. BASE CONTRACT No.: HHSN272

TASK ORDER: 2720

MIS TASK ORDER NUMBER: taskordernumber

B. SOURCE LIST:

sourcelist

C. SOURCE JUSTIFICATION: sourcejustification

D. CONTRACT TITLE: contracttitle

E. TITLE OF TASK ORDER: taskordertitle

F. NAME OF CONTRACTING OFFICER'S topoheader Telephone:

REPRESENTATIVE:

G. NAME OF CONTRACT SPECIALIST: csheader Telephone:

|  |  |  |  |
| --- | --- | --- | --- |
| H. FUNDING | | | |
| 2. Funding of This Order | | | |
|  | | | |
|  |  | Dates | |
| Period | Amount | From | To |
|  |  | Mo/Yr | Mo/Yr |
| Base Award |  |  |  |
| Option 1 |  |  |  |
| Option 2 |  |  |  |
| Option 3 |  |  |  |
| Option 4 |  |  |  |
| Option 5 |  |  |  |
| Option 6 |  |  |  |
| Total Amount |  |  |  |

I. PROVIDE ANY OTHER FINANCIAL INFORMATION AS MAY BE NECESSARY TO EXPLAIN PROPOSED ACTION

(Allocation of funds, use of options, etc.)

J. BRIEF DESCRIPTION OF TASK ORDER:

taskorderdesc

K. ATTACHMENTS (Check as necessary)

Justification for Other than Full and Open Competition (JOFOC)

Statement of Work

Reporting Requirements and Deliverables

Independent Government Cost Estimate

Technical Evaluation Criteria

Proposal Submission Instructions and Assumptions

L. DETERMINATIONS AND CLEARANCES APPLICABLE TO THIS ACTION:

To be completed in conjunction with the Contract Specialist. The Contracting Officer must

ensure that all required determinations and clearances are satisfied at the appropriate stage of the acquisition process.

Determination and Finding - Options

Information Technology System Security   
 Advisory and Assistance Service   
 Evaluation Project (set-aside funds)   
 Commercial Activities (A-76)   
 Paid Advertising

Printing

Paperwork Reduction Act (OMB Clearance for Questionnaires)

Contracts with Federal Employees

Audiovisual Materials/Public Affairs Services/Publications/Periodicals/Exhibits

EEO If over $10,000,000)

Foreign Clearance

Human Subjects

Government Property

Animal Assurance

COR Training Certificate

**M. PLANNING SCHEDULE:**

|  |  |  |  |
| --- | --- | --- | --- |
| N. CONCURRING OR APPROVING | Name (Typed) | Signature | Date |
| 1.toporolename |  |  |
| 2. Contract Specialist/Contracting Officer, OA |  |  |
| cporolename |  |  |
| 4.bcrolename | branchchief |  |  |
| 5. Director/Deputy Director, DMID | director |  |  |
| 6. Administrative Officer | administrativeofficer |  |  |
| 7. OA Team Leader | oateamleader |  |  |
| 8. OA Branch Chief | oabranchchief |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | |